

Evaluation Periods for New, Promoted, and Transferred Employees

HR



About This Policy

Effective Date:

08-10-1977

Last Updated:

02-01-2016

Responsible University Office:

University Human Resources

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Scope

This policy applies to Staff employees.

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Policy Statement

For New Employees

1. It is the policy of Indiana University that all new Staff employees will serve an evaluation period to provide assurance that the person employed can satisfactorily fulfill the demands of the position. The length of the periods are as follows:
 - a. AFSCME Police Service Staff employees will serve up to a one-year evaluation period beginning at the start of the Field Training Program (FTO).
 - b. All Support and Service employees at the time of their appointment to a staff position with the University will serve a minimum evaluation period of four (4) months.
 - i. A department or campus may establish an evaluation period of six (6) months for such positions if it feels that it is appropriate for the work performed. Depending on campus-specific procedures, this may require approval from the campus Human Resources office. The employee should be informed of the evaluation period at the start of his or her employment.
 - ii. AFSCME Service covered employees will serve a four (4) month evaluation period. For extensions beyond the four (4) Month period see Failure to successfully complete the evaluation period below.

- c. Professional staff positions serve an evaluation period of six (6) months at the time of appointment.
 - i. A department or campus may establish an evaluation period of one year for such positions if it feels that it is appropriate for the work performed.
 - ii. Depending on campus-specific procedures, this may require approval from the campus human resources office.
 - iii. The employee should be informed of the length of the evaluation period at the start of his or her employment.
2. A new university employee shall have no seniority until the total evaluation period, including any extension, is completed. Upon the completion of the evaluation period, seniority is acquired as provided for in the Seniority policy.
3. During the new employee evaluation period, there are limitations on an employee's eligibility to file a grievance. See the [Grievance Procedure](#) for specific details.

For Promoted, Demoted, and/or Transferred Employees

1. An employee who voluntarily promotes, or transfers to another position may serve an evaluation period depending on upon the employee group.
 - a. For CWA covered employees who are promoted or transferred are not required to serve another evaluation period.
2. The length of the evaluation period follows the periods established under New Employees above., except as provided below:
 - a. AFSCME Police covered employees who transfer between campuses will be expected to successfully complete the Field Training Program on the new campus.
 - b. AFSCME Service covered employees must serve a 60-day trial period before the promotion or transfer becomes final. This ensures the person can satisfactorily fulfill the demands of the position.
 - i. At IUPUI, SM employees who transfer to a position with duties that are substantially the same as the former position do not serve a trial period.
3. Staff who are involuntarily transferred or demoted, whose positions are reclassified, or who are placed into another position as the result of a university reorganization are not required to serve another evaluation period.
4. A promoted or transferred employee retains and continues to accrue university and unit seniority during the evaluation period.

During the Evaluation/Trial Period

1. Supervisors are encouraged to provide regular feedback to employees throughout their evaluation period; this includes a performance progress report around halfway through the evaluation period.
 - a. The failure to provide this progress report will not limit the supervisor's right to terminate an employee during the evaluation period.
2. At or near the end of the evaluation or trial period, the supervisor shall inform the employee as to whether the period has been satisfactorily completed, 2) the period will be extended beyond the initial period, or the employee will be terminated during the evaluation period.
3. Employees in evaluation status are eligible to use benefits such as accrued vacation and income protection (sick), holidays, tuition benefit, and training and education—provided the eligibility and use is in accordance with the respective policy.

Completing the Evaluation/Trial Period

1. The supervisor may decide at any time during the evaluation period that the employee has successfully completed the evaluation period. At any time, but no later than its scheduled end date the supervisor may decide the employee has successfully completed the evaluation period. The employee should be informed in writing and a copy of which should be placed in the employee's campus personnel file.
 - a. For Bloomington employees two (2) weeks prior to the end of the new employee evaluation period, the campus Human Resources office will send the department a New-Employee Evaluation Form. Supervisors of each new employee are responsible for completing and returning the form to Human Resources.
 - i. The department should contact Human Resources if this form is not received.
 - ii. Action must be taken on or before the expiration date.

- iii. The failure to receive this form does not negate the supervisor's responsibility to inform all employees whether they have satisfactorily completed the evaluation period.
 - iv. At this time, every effort should be made to talk with the new employee about their performance.
 - v. The supervisor should give one copy of the New-Employee Evaluation Form to the employee and retain one copy for the department file.
2. The new employee evaluation period is not to be a part of any corrective action procedure. Therefore, once the evaluation period has been satisfactorily completed, an employee may not be placed into another *new employee* evaluation period unless the employee leaves the university and is rehired.

Extending the Evaluation/Trial Period

1. Supervisors may decide at any time during or at the end of the evaluation period that the employee has not had sufficient time to satisfactorily complete the evaluation period. In such cases, the period may be extended as follows:
 - a. For AFSCME Police covered employees, the extension can be up to three (3) additional months for a total of a fifteen (15) month evaluation.
 - b. For Support and Service Staff, the period may be extended by no more than two (2) months for a total of a six (6) month evaluation period.
 - i. For Police Officers, the total evaluation period should be limited to a maximum of 14 months.
 - c. For Professional Staff positions, if the evaluation period is extended, the extension should not exceed six (6) additional months. Thus, the total evaluation period should be limited to a maximum of one year. Extensions beyond this limit should be rare and do require the approval of the campus human resources office before informing the employee.
2. Should the evaluation period be extended beyond the minimum requirement the employee should be informed in writing, a copy of which should be placed in the employee's campus personnel file.
 - a. For AFSCME Police Service covered employees, the employee shall be informed in writing with a copy to the campus Human Resources office.
 - b. For new employees at Bloomington, documentation of the extension must be made on the New-Employee Evaluation Form. Supervisors are responsible for completing and returning the form to the campus Human Resources office, which will then send a second form to cover the period of the extension.
 - i. Upon receipt from the department, the campus Human Resources office will provide a copy of the extension notice to the union.
 - ii. At this time, every effort should be made to talk with the new employee about their performance.
 - c. By the end of the extended evaluation period, supervisors must inform all appointed employees whether they have satisfactorily completed the evaluation period.

Failure to Successfully Complete the Evaluation Period

1. If it appears that the employee will not successfully complete the evaluation period, the campus Human Resources department will help determine if a basis for the termination exists, whether the documentation and due process steps of the Corrective Action policy (**AFSCME Police, AFSCME Service, CWA, Professional Staff and Support and Service Staff not Covered by a Union, Temporary**) have been taken in the case of a promoted or voluntarily transferred employee, whether more time should be provided, and whether other job opportunities exist that better suit the individual. These determinations will be made before an employee is separated from employment.
2. For AFSCME Service covered employees who are promoted or transferred:
 - a. When it is felt that a promoted or transferred employee may not successfully complete the trial period, the Corrective Action policy provisions on documentation (such as a completed progress report) and on the opportunity to receive and present information and ask questions prior to a final determination are to be applied.
 - b. At Bloomington and South Bend, if the employee is disqualified or voluntarily requests to return during the trial period, the employee can return to his or her former unit and job classification and regain unit seniority as of the effective date of the promotion or transfer. If the disqualification is appealed and upheld, the employee can return to his or her former unit and job classification and regain unit seniority as of the effective date of the promotion or transfer.

- c. At IUPUI, if, during the trial period, the employee is disqualified or voluntarily requests to return, the employee can return to his or her former unit and job classification if there is a vacant position which has not yet been offered to another person (provided qualifications are met). If a vacant position is not available, the following provisions will be applied:
 - i. A promoted or transferred employee who fails to meet the standards of the new job within the trial period may be given up to a two week notice of separation.
 - ii. The employee will be given preference for the next position open (provided qualifications are met) in the functional classification.
 - iii. A request for reinstatement in the employee's former occupational unit will be given first preference when an opening occurs.
 - iv. If reinstated in the previous occupational unit within one year of the date of promotion or transfer, the employee's former seniority date in that unit will be reinstated.
- 3. A promoted or voluntarily transferred employee who fails to meet the standards of the new job and is terminated within the evaluation period will be given preference for up to one year for other positions provided qualifications are met.
- 4. Employees in evaluation status are not eligible for terminal pay for accrued vacation until six months of University Service Time is completed.
- 5. A promoted employee who voluntarily requests within the evaluation period not to continue in the new position will be given preference for up to one year for other positions provided qualifications are met.
 - a. If reemployed within one year of the date of the promotion, the employee's University Service date will be restored.
 - b. If reemployed in the previous occupational unit within one year of the date of promotion, the employee's former seniority date in that unit will be reinstated.
- 6. Promoted or transferred employees who are determined not to be successful and are removed from the position have access to all steps of the [Problem-Grievance Resolution Procedure](#).

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Reason For Policy

The purpose of the evaluation period for a new, promoted, or transferred employee is to provide assurance that the employee can satisfactorily fulfill the demands of the position. It is not part of any disciplinary procedure.

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Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

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History

Replaces the following policies:

AFSCME Police	Evaluation Period for New Police Service Employees
AFSCME Service	2.6 - Evaluation Period for New Employees
AFSCME Service	2.14 - Trial Period for Promoted or Transferred Employees
CWA	10.4 - Evaluation Period for New Employees
Professional Staff and	3.4 - Evaluation Period for New or Promoted Employees

Support and Service Staff
not Covered by a Union